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*Buildings & Code 1*

7 February 1952

**SUBJECT** : Meeting of Ad Hoc Committee in Regard to New CIA Building

**TIME** : 1130

**DATE** : 5 February 1952

**PLACE** : Office of Acting Deputy Director for Administration

**THOSE PRESENT:** Col. Chester B. Hansen, Assistant to the Director  
Col. L. K. White, Acting Deputy Director (Administration)  
Mr. W. L. Peel, Chief of General Services  
Mr. Walter Pforzheimer, Legislative Counsel  
Mr. [REDACTED], Chief, Administrative Service

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1. Colonel White advised the Committee that the result of the time and motion study by the Organization and Methods Service had been completed which indicated tangible savings of approximately \$3,200,000. He stated that an additional report on intangible savings would be made at a later date.

2. Colonel Hansen suggested to the Committee that additional pictures be taken of CIA buildings and conditions within the buildings for the purpose of presentation, and Colonel White directed [REDACTED] to secure the photographs which Colonel Hansen requested.

3. Colonel White reported on the results of the meeting with Mr. Reynolds, the details of which are contained in minutes dated 1 February 1952. Colonel White stated that this meeting made clear the fact that a final decision could not be reached until additional studies were made by the Public Buildings Service as to the type of building which could be located on the Nevius Tract and the practicability of the utilization of modified block-type construction.

4. Colonel Hansen requested that the approach to the presentation be discussed. He pointed out that the presentation should not be too elaborate which should consist of (a) sites which have been considered; (b) estimated cost; (c) present problems pointing out existing security problems and fire hazards in existing buildings, personnel inefficiency due to the number of buildings and geographical distribution of the Agency; and (d) savings which could be accomplished in a single building and reduced costs of operation. Colonel Hansen

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suggested that General Smith make the presentation with respect to all items except savings and improved cost of operation, which he felt should be made by Mr. Wolf. Colonel White concurred in this approach. Colonel Hansen reported that he was obtaining an estimate from the Carrier Air Conditioning Company as to improved efficiency resulting from the installation of air conditioning equipment in buildings used by office workers. He felt that this factor would represent a substantial saving.

Colonel Hansen also reported that he was attempting to obtain some information from the Civil Defense Agency and the Atomic Energy Commission on additional protection provided by steel and concrete buildings as against the temporary buildings in which the Agency is now housed.

Colonel Hansen also requested approval from Colonel White to employ a consultant by the name of [redacted] who is Vice President

[redacted]  
agency who have considerable experience in the field of advertising and would be very useful in suggesting methods of presentation. Colonel Hansen also asked for approval to expend approximately \$1,000 for payment of the expenses of this firm, which will exclude any compensation to [redacted] who will serve without compensation. Colonel White stated that he had no objection provided Colonel Hansen could get the concurrence of Mr. Saunders, The Comptroller, and Mr. Houston, General Counsel. Colonel White directed Colonel Hansen to discuss the matter with these two individuals.

5. The meeting adjourned at 1240.

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[redacted]  
Secretary of  
Ad Hoc Committee

MINUTES APPROVED:

*15/*  
Acting Deputy Director  
(Administration)

cc: Asst. to Director  
Acting DD/A  
Legislative Counsel ✓  
Chief of General Services  
Comptroller  
Chrono. Admin. Service  
New Building File, Admin.

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